

**Institutional Effectiveness, Planning, and Research (IEPR) Monthly Update  
For the Period of June 1 – June 30, 2015**

**I. INSTITUTIONAL EFFECTIVENESS, PLANNING, AND RESEARCH (IEPR)**

**2015-2016 President's Cabinet Strategic Planning Day**

The Director of IEPR met with the Chief Information Officer and the Sr. Director of Human Resources on June 18 to get their input on the 2015-2016 institutional priority strategic visioning brainstorming session that will take place in the June 23 President's Cabinet Strategic Planning Day Meeting since they will be unable to attend the meeting. IEPR unit members developed the 2015-2015 President's Cabinet Strategic Planning Day Meeting agenda and the Director of IEPR sent the draft agenda to President's Cabinet members on June 11 and the final agenda on June 19.

The IEPR unit facilitated the 2015-2015 President's Cabinet Strategic Planning Day Meeting with the HCTC President's Cabinet on Tuesday, June 23 on the HCTC Hazard Campus. During the meeting, a HCTC 2015-2016 institutional priority strategic visioning brainstorming session was conducted to develop 2015-2016 institutional priorities and high-level action steps to support them. An additional 2015-2016 institutional priority strategic visioning brainstorming session will be conducted with the HCTC Leadership Team and the President's Cabinet in Fall 2015 to continue the work first started in the President's Cabinet Strategic Planning Day Meeting. The intent is to not only to define the HCTC 2015-2016 institutional priorities but also leverage the information in the development of the *HCTC 2016-2022 Strategic Plan*.

Additionally, the IR Coordinator presented a summary report of Joshua W. Wyner's book *What Excellent Community Colleges Do: Preparing All Students for Success* which draws on the insights and evidence gained in administering the Aspen Prize for Community College Excellence. *What Excellent Community Colleges Do: Preparing All Students for Success* is available for review in both the HCTC Hazard and Lees College Libraries. The Aspen Prize's four domains of excellence include degree completion, equity, student learning, and labor market success, and in the book Wyner describes the best practices that have allowed Aspen Prize finalists to have success in these areas. Of significance is that a KCTCS college, West Kentucky Community and Technical College, has been an Aspen Prize finalist in the first three years the Aspen Prize has been awarded. The summary report included suggestions for improving HCTC student success, best practices from Aspen Finalists, questions for HCTC to consider to improve student learning, and data research questions.

Below is the agenda and items covered during the 2014-2015 President's Cabinet Strategic Planning Day:

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**President’s Cabinet Strategic Planning Meeting Agenda**  
**JCC 201 - Commodore Room**  
**Tuesday, June 23, 2015**

<b>TIME</b>	<b>ACTIVITY</b>	<b>FACILITATOR</b>
9:00 a.m. – 9:30 a.m.	Organizational Chart Review and Updates; Compliance Assist Organizational Structure	Brenda Young
9:30 a.m. – 9:45 a.m.	What Excellent Community Colleges Do: Preparing All Students for Success (ASPEN Best Practices)	Lois Puffer
9:45 a.m. – 11:15 a.m.	Strategic Pre-Planning, Visioning, and HCTC 2015-2016 Institutional Priorities Brainstorming Session	Alexis Malepeai
11:15 a.m. – 11:30 a.m.	Break	
11:30 a.m. – 12:00 p.m.	Impact Report	Alexis Malepeai
12:00 p.m. – 12:15 p.m.	SACSCOC Re-accreditation Update	Melissa Vermillion/ Lois Puffer
12:15 p.m. – 1:15 p.m.	Lunch (Subway delivery or bring own lunch; bring own drinks)	
1:15 p.m. – 1:45 p.m.	Annual Committee Reports: Review, Discussion, and Recommendations for Enhancement	Lois Puffer
1:45 p.m. – 2:00 p.m.	CCSSE Update	Lois Puffer/ Brenda Young
2:00 p.m. – 2:30 p.m.	Assessment Plan Update and Upcoming Activities	Melissa Vermillion
2:30 p.m. – 2:45 p.m.	Break	
2:45 p.m. – 3:00 p.m.	Perkins Performance Measures: No Show Process Impact and Budget Impact	Lois Puffer
3:00 p.m. – 3:15 p.m.	Set 2016 Strategic Planning Day Dates and Closing Comments	Alexis Malepeai

**When you know better, you do better!**

The Director of IEPR sent the 2015-2016 President’s Cabinet Strategic Planning Day participants the meeting minutes, action items, and link to the meeting documents on June 30.

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**Impact Report**

The IEPR unit met June 8-10 and developed the 2014-2015 HCTC Impact Report in preparation for the 2015-2016 President's Cabinet Strategic Planning Day.

**Program Reviews**

The Director of IEPR continued conducting quality assurance reviews of completed program course assessment summary forms and provided feedback to program coordinators, as necessary. To date, there are five program coordinators that have not submitted their 2014-2015 program course assessment summary forms to the Director of IEPR.

**KCTCS Strategic Planning**

The Director of IEPR attended a KCTCS Strategic Planning meeting on June 23. Relevant information was shared with the HCTC President's Cabinet and IEPR unit members. Members of the KCTCS Strategic Planning Team and IE/IR Peer Team members will meet at the KCTCS System Office in Versailles, KY on August 12 to develop draft KCTCS performance measures

**II. GRANTS**

**Grant Applications**

**Appalachian Regional Commission**

**June 25, 2015**

**\$177,530 (\$44,382 required match)**

Melissa and Dr. Jennifer Lindon completed the full ARC grant proposal for the automotive program modernization grant. The full proposal was submitted to the ARC on June 25, 2015.

**Grant Proposals Referred**

*A new process was decided for referral of government grant solicitations. Melissa will refer the solicitations to the President's Cabinet member who manages the unit for this the grant would benefit. The Cabinet member would quickly decide whether to refer the opportunity on or whether to pass and would notify the grant writer of their decision.*

Melissa participated in a conference call with Dr. Jennifer Lindon concerning the Department of Commerce's POWER grant initiative to see about HCTC involvement and viability.

Melissa forwarded information concerning the NEH Humanities Initiatives at Community Colleges grant solicitation to Dr. Smoot. No response received.

Melissa forwarded information concerning the ED Investing in Innovation Fund (i3) – Validation and Scale-Up grants to Germaine Shaffer and Dr. Smoot for consideration. No response received.

Melissa forwarded information to Cathy Branson and Dean Osborne for a grant from the Grammy Foundation for Musical archives preservation. No response received.

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Melissa forwarded information Dean Osborne and Tammy Duff for a grant for high school students from the National YoungArts Foundation. No response received.

Melissa forwarded information to Dr. Smoot regarding the NEH Museums, Libraries, and Cultural Organizations Planning and Implementation Grant. No response received.

Melissa forwarded information to Dr. Deronda Mobelini and Dr. Jennifer Lindon regarding the ED Investing in Innovation Fund (i3) – Validation and Scale-Up grants. A decision was made that this grant built upcoming existing programs which we don't have in place.

Melissa forwarded information to Dr. Smoot regarding the NEH Enduring Questions grant. No response was received.

Melissa forwarded information to Dr. Smoot regarding the NSF S-STEM grant. No response was received.

Dr. Greiner forwarded information to Melissa regarding the Department of Homeland Security National Training Program / Continuing Training Program grant. Melissa forwarded the opportunity to Dr. Smoot for consideration. No response has been received.

### **Grants in Process**

KY Coal County Student Services Grants  
\$7,500  
Due 7/30/15

Melissa forwarded information to Germaine Shaffer regarding the KY Coal County Student Services Grants. Jama Griffie, Dr. Deronda Mobelini and Helen Brunty are meeting and when they narrow their project idea, we will begin writing the proposal. It will be due by July 15, 2015.

### **Impact Report**

Melissa completed the Impact Report template by downloading and copying all 2014-2015 Assessment Plans into the template. The IEPR Team met for three days (June 8-10) to provide feedback on each assessment plan and create the final 2014-2015 Impact Report.

### **President's Cabinet 2015 Planning Day**

Melissa participated with the IEPR team which met with the President's Cabinet on June 23<sup>rd</sup> to lead the group in strategic planning and provide a recap of high level initiatives related to instructional effectiveness.

### **Grants Calendar**

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At the request of Dr. Smoot, Melissa used the Council for Resource Development's Federal Funding Task Force's Wiki to create a calendar of applicable, reoccurring federal funding opportunities. KCTCS's Kim Calebs asked for a copy, as no other KCTCS college or the system office has one. The document was provided to Germaine Shaffer and Dr. Smoot. Alexis Malepeai and Melissa will be meeting with Germaine Shaffer and Dr. Smoot on July 16 to finalize the grant proposal referral process.

**Campus Labs Planning Site Edits and Revisions**

Melissa worked with Nicole Hackbarth of Campus Labs to make edits to the Assessment plan and Course Assessment plan templates and reports.

**Course Assessments**

Melissa used the Program Course Assessments Summary documents that have been completed to date to begin the Consolidated Program Course Assessment Summary form. Five Course Assessment Summary documents are still pending from program coordinators and are not expected to be received until the fall. The form will be complete when the remaining summary forms are submitted.

**SACSCOC**

Melissa downloaded the 2014-2015 Assessment and Operational Plans from the Planning site of Compliance Assist and uploaded them to Document Library on the Accreditation site of Compliance Assist.

**III. INSTITUTIONAL RESEARCH (IR)**

**Enrollment Update**

Enrollment for the Summer and Fall 2015 terms began on March 1, 2015. There were 535 students enrolled in 2,524 credit hours for Summer 2015 on June 30 compared to 449 students enrolled in 2,283 credit hours for Summer 2014 on June 30. There were 1,615 students enrolled in 19,070 credit hours for Fall 2015 on June 30 compared to 1,854 students enrolled in 21,423 credit hours for Fall 2014 on June 30. Student Services has set the Fall 2015 Census Date headcount target at 3,698. We are currently 2,083 students away from that target.

**Retention Effort**

The first Spring 2015 to Fall 2015 Retention Effort was prepared by IR on April 1 to identify the Spring 2015 credential-seeking students (n=1,907) who were not graduating and who had not yet registered for the Fall 2015 term (n=1,238); 77% of the 1,238 students were listed in the Associate in Arts and Associate in Science academic plans and 55% of the 1,238 students are first-time students from Fall 2014 or Spring 2015. HCTC's Spring 2015 to Fall 2015 persistence rate was 23%, the highest in the KCTCS system. In comparison, HCTC's Spring 2014 to Fall 2014 Census Date persistence rate was 59% (it has been in the 60 percent-range for last six spring to fall terms). The Excel file was sent to cohort leaders, program coordinators, and

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faculty advisors for their follow-up with students, encouraging them to enroll for the Fall 2015 term. Other reports will follow on May 1, June 1, July 1, and August 3, with a final report after the last day to add 16weeks (August 24, 2015).

The second Spring 2015 to Fall 2015 Retention Effort was prepared by IR on May 4 to identify the Spring 2015 credential-seeking students (n=1,907) who had still not yet registered for the Fall 2015 term (n=925) by April 30. Between April 1-30, an additional 313 Spring 2015 students enrolled for Fall 2015. Of the 925 who remained, 60% were listed in the Associate in Arts and Associate in Science academic plans and 38% of the 925 students are first-time students from Fall 2014 or Spring 2015. By April 30, HCTC's Spring 2015 to Fall 2015 persistence rate was 40.5%, the second-highest in the KCTCS system. In comparison, HCTC's Spring 2014 to Fall 2014 Census Date persistence rate was 59% (it has been in the 60 percent-range for last six spring to fall terms). The Excel file was sent to cohort leaders, program coordinators, and faculty advisors for their follow-up with students, encouraging them to enroll for the Fall 2015 term. Other reports will follow on June 1, July 1, and August 3, with a final report after the last day to add 16weeks (August 24, 2015).

The third Spring 2015 to Fall 2015 Retention Effort was prepared by IR on June 1 to identify the Spring 2015 credential-seeking students (n=1,907) who had still not yet registered for the Fall 2015 term (n=763) by May 31. Between May 1-31, an additional 161 Spring 2015 students enrolled for Fall 2015. Of the 763 who remained, 50% were listed in the Associate in Arts and Associate in Science academic plans and 31% of the 763 students are first-time students from Fall 2014 or Spring 2015. By May 31, HCTC's Spring 2015 to Fall 2015 persistence rate was 48.6%, the third-highest in the KCTCS system. In comparison, HCTC's Spring 2014 to Fall 2014 Census Date persistence rate was 59% (it has been in the 60 percent-range for last six spring to fall terms). The Excel file was sent to cohort leaders, program coordinators, and faculty advisors for their follow-up with students, encouraging them to enroll for the Fall 2015 term. Other reports will follow on July 1, and August 3, with a final report after the last day to add 16weeks (August 24, 2015).

### Data Requests

Each month the IR Office processes *ad hoc* data requests for various college departments and tracks the number in a spreadsheet. The IR Office processed 28 *ad hoc* data requests in June 2015 compared to 23 requests for June 2014. Overall for the 2014-15 academic year (July 2014-June 2015) the IR Office processed a total of 365 data requests compared to 265 data requests processed in the 2013-14 academic year (July 2013-June 2014).

### Surveys

The following surveys were completed and the Data Research Assistant is compiling the data into summary reports.

- Program Satisfaction Survey for Graduates Sp2015
- Workforce Solutions CPR Course Evaluation Fa2014
- Workforce Solutions CPR Course Evaluation Sp2015
- Workforce Solutions Credit Survey Fa2014
- Workforce Solutions Credit Survey Sp2015

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- Workforce Solutions Kids Programming Survey Fa2014
- Workforce Solutions Kids Programming Survey Sp2015
- Workforce Solutions Non-Credit Survey Fa2014
- Workforce Solutions Non-Credit Survey Sp2015

For the following surveys, the Data Research Assistant compiled the data into summary reports in June.

- Course Evaluation of Instruction Fa2014
- Program Satisfaction Survey for Graduates Fa2014
- Program Satisfaction Survey for Graduates Sum2014

The following surveys closed and summary reports were prepared by IR in June:

- Campus Environment Team Campus Climate Faculty-Staff-Students Survey Sp2015
- Library Student Learning and Assessment Survey Sp2015
- Library Online Student Learning and Assessment Survey Sp2015
- Student Satisfaction with Online Orientation Survey Sp2015

The following surveys are underway:

- Course Evaluations for Fa2014-Sp2015 ATC Courses
- Course Evaluations for Sp2015 SEEK Courses
- GED Testing Participant Satisfaction Survey-Hazard Fa2014-Sp2015
- GED Testing Participant Satisfaction Survey-Lees Fa2014-Sp2015
- IR Ad Hoc Data-Survey Requests Employee Satisfaction Survey Fa2015
- Nurse Aide Course Exit Survey Sum2015
- Program Satisfaction Survey for Graduates Sum2015
- Student Satisfaction with Orientation Fa2015
- Tech Solutions Employee Satisfaction with Technician Survey Fa2015

### **Program Reviews**

In June, the Data Research Assistant uploaded to Compliance Assist the Program Satisfaction Survey for Graduates summary reports and the Fall 2014 Course Evaluation summary reports by program/discipline to the individual 2014-15 program reviews for the program satisfaction outcome and the student satisfaction outcome. IR will provide the Spring 2015 data to program coordinators by July 15, 2015.

### **TEDS**

With the 2014-15 academic year, KCTCS is assuming a much larger role in the entire TEDS process including preparing the files of students to be entered in TEDS. Colleges are ultimately responsible for data quality and accountability. The final 2014-15 annual import file was reviewed by the IR, and the file returned to KCTCS on June 30.

### **Course Evaluations**

In June, the IR Data Research Assistant continued to work on preparing the Fall 2014 course evaluation summary reports for the divisions and departments.

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In March, the Spring 2015 Student Evaluation of Instruction for SEEK classes and the Fall 2014-Spring 2015 Student Evaluation of Instruction for ATC classes was sent to Academic Services. Those surveys were administered via paper-pencil in late April and May and the Academic Services administrative assistant continued entering the data into the survey links in June. .

**Data Quality**

In June, IR continued to work with Admissions on bio-demographical errors for Summer and Fall 2015 enrolled students. A Summer 2015 CPE Audit Error Report was also sent to Admissions to make corrections. IR conducted a coding review for all enrolled Summer and Fall 2015 students and sent the files to Admissions to make the corrections. An additional coding review will be conducted in late July and again in August before the last day to add (August 21).

**CCSSE Survey of Online Student Engagement (SOSE)**

This Spring 2015, HCTC is one of 14 colleges across the U.S. (and the only Kentucky institution) participating in a pilot administration of CCSSE's Survey of Online Student Engagement *SOSE* to measure different experiences of online students and to test out an online administration instrument. The survey was launched on February 23 to 896 HCTC students taking all of their Spring 2015 classes online. IR received the results of the SOSE on June 15. However, once the data was cleaned by CCSSE, HCTC only had 76 valid responses instead of the 155 responses we reported when the survey closed on May 13. This changed the response rate from 17% to only 8%. The IR Coordinator will identify time to review the results report in the near future.

**Community College Survey of Student Engagement**

At the June 23 President's Cabinet Planning Day, IR recapped the CCSSE information division representatives had shared with division faculty at their April 24 division meeting, as well as next steps for using the data to make improvements. President's Cabinet asked that the CCSSE information be shared with the Leadership Team in an upcoming meeting.

In July, the Vice President of Student Services will meet with the Student Services subunit leaders to discuss the Student Services CCSSE items and determine which subunits would include one of the Student Services-related CCSSE items in their 2015-16 assessment plans.

At the August 2015 Division Retreats and September 2015 division meeting, division faculty will discuss the items and develop strategies. Since the program coordinators will be finishing up their 2014-15 program reviews when they return in August, program coordinators will enter the strategies they have developed for their CCSSE item in their 2014-15 program review before September 15. Then in October through December 2015, program faculty will begin to implement the strategies they have developed and continue their implementation into Spring 2016. Finally, at the end of the Spring 2016 term, program faculty will report out to their Division Chairs on how effective the implementation of their strategies were so that this information can be recorded in the 2015-16 program reviews.

**National Benchmarking**

The IR Coordinator prepared the data for the 2015 National Community College Benchmark Project and entered it before the June 15 deadline. Data for the 2015 National Community



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College Cost & Productivity Project must be entered by July 15; the IR Coordinator will begin calculating the data in early July.

**First-Time Student Data Tracking**

By June 30, 34 first-time students were enrolled for Summer 2015 and 278 first-time students were enrolled for Fall 2015.

The IR Data Research Assistant will begin determining:

- for the Spring 2015 cohort: demographics of all students enrolled in a developmental course; the number of first-time students who tested into a developmental education course; the number of first-time students who enrolled into a developmental education course; persistence rate of first time students; success and failure rates of students in developmental courses (MAT 55, 65, 85, RDG 20, 30, and ENC 90, 91) for first-time students and also for all students enrolled in any developmental course; MAT 65 KYOTE scores to calculate the number who passed on 1<sup>st</sup> attempt and the number who passed on multiple attempts for first-time students and also for all students enrolled in MAT 65.
- for the Fall 2014 cohort: the number of first-time students that completed developmental MATH, developmental ENG, and developmental RDG coursework in one year.
- for the Spring 2014 cohort: how many first-time students who completed their developmental coursework in one year were successful in their first attempt at a college level course.
- for the Fall 2012 cohort: the number of credentials awarded.

**2015-2016 President's Cabinet Strategic Planning Day**

The IR Coordinator prepared the following reports and presented them at the June 23 President's Cabinet Planning Day.

- 2014 CCSSE Promising Practices-KCTCS Focus Questions Benchmarking Summary Report
- 2014 CCSSE-CCFSSE Summary of Improved Areas & Need Improvement Areas; Next Steps
- 2014-15 HCTC Committees Annual Reports Summary Report
- Perkins Performance Measures Report
- SACS Student Achievement Disclosure Update
- What Excellent Community Colleges Do Aspen Book Summary Report

**IV. SACSCOC**

**Quality Enhancement Plan (QEP) Development Team**

The QEP Development Team is on hiatus for Summer 2015 (since majority of faculty are not on campus during the summer) and will resume its work in Fall 2015.

**HCTC SACSCOC Team**

The HCTC SACSCOC Team did not meet in the month of June. The Director of IEPR continued work on relevant sections of the SACSCOC Re-accreditation Compliance Report.